EMPLOYMENT POSTING

MENOMINEE COUNTY

Highway Commissioner

Regular Full-Time

Any qualified person who wishes to be considered for the position of Highway Commissioner shall submit an application and other requested documents to:

Menominee County Administrative Coordinator
P.O. Box 279
Keshena, WI 54135

The applicant may also drop off the information at the Administrative Coordinator's office located on the main floor of the County Courthouse. A copy of the job description is attached and also available at the Menominee County Administrative Coordinator's Assistant's Office.

Applications are available at www.co.menominee.wi.us or can be picked up at the Administrative Coordinator's Assistant's Office.

Deadline Extended to August 17, 2012

MENOMINEE COUNTY

Job Title: Menominee County Highway Commissioner

Reports to: Menominee County Highway Committee

Status: Salary, Exempt Professional

Pay Range: 53,976 – 63,793

Location: Menominee County

POSITION SUMMARY:

This is a management level position established by Wis. State Statutes Chapter 83. The Highway Commissioner will be responsible for the management, administration and coordination of the Highway Department as provided in accordance with Chapter 83 of the WI State Statutes. This position involves administrative responsibility for the construction and maintenance of the county highway, roads, bridges and public areas. The work is carried out under the policy direction of the Menominee County Highway Committee and the Menominee County Board of Supervisors, and as set forth by State Statutes.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assume all duties and responsibilities as provided in accordance with Chapter 83 of the WI State Statutes.
- Supervises the work and activities of the Highway Department and Department staff and performs additional duties as assigned & works outside of normal working hours when necessary.
- Prepares and administers Department budget; plans construction projects, maintenance projects and equipment purchases, to include identifying sources of funding.
- Maintains highway maintenance contracts with State, Tribe and Town.
- Maintains contacts and works cooperatively with State, Tribe, Town, and other governmental entities and local authorities and agencies, the general public, and others.
- Performs field work, project design, specification development, and bid documents as applicable.
- Plans professional development courses, attends conferences, seminars and workshops as required.
- At the direction of the Highway Committee Chair prepares Highway Committee agendas; attends committee meetings and county board meetings as required.
- Prepares required reports and makes reports incidental to the Highway Department.
- Directs and implements safety programs and procedures for highway personnel.

QUALIFICATIONS:

Bachelors in Business Administration with a minimum of five years of relevant experience, including HR management, financial management, supervisory experience, computer and accounting skills or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Education and experience in Civil Engineering is considered desirable.

OTHER QUALIFICATIONS:

Physical Requirements

- Ability to obtain and maintain a CDL driver's license.

- Ability to operate a variety of surveying and drafting equipment.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.

- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including State, Tribe, township, and other contracts, vouchers, equipment bids, official correspondence, road plans and specifications, accident reports, vacation requests, disciplinary actions, grievances, design and construction manuals, engineering references, State statutes, Federal Code of Regulations, etc.

- Ability to prepare a variety of documents including equipment specifications, project plans and specifications, resolutions, letters and other correspondence, annual reports, grievance replies, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to oversee the maintenance of reporting and recording systems, including application of electronic information systems to ensure that accurate records are kept in accordance with legally mandated record management practices and procedures.

- Ability to record and deliver information, explain procedures, and follow instructions.

- Ability to use and interpret civil engineering terminology.

- Ability to communicate effectively with Fiscal Clerks, Account Technicians, Shop Foremen, Highway Commissioners/Superintendents, Patrol Superintendents, work crews, County Department heads, various government agencies, sales representatives, engineers, consultants, media representatives, the general public, and others verbally, electronically, and in writing.

Environmental Adaptability

- Ability to perform field surveys under varying conditions.

All individuals will submit to a background review and drug test.

APPLICATION PROCESS:

A complete application includes:

Resume of related and relevant experience;

Menominee County Employment Application (available in Administrative Coordinator Assistant Office or

online at www.co.menominee.wi.us);

Copy of post high school diploma;

Copy of valid Wisconsin Driver's license.

If all requested documents are not submitted your application will be considered incomplete and you may

not move forward to the interview process.

Menominee County is an equal opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation's to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodation with the employer.